

POSITION DESCRIPTION
SOUTH DAKOTA NATIONAL GUARD
FAMILY READINESS PROGRAM
-Newsletter Publisher-
(Volunteer Position)
Revised: 3/2013

I. Description. The newsletter publisher is a statutory volunteer serving in an official capacity in direct support of the Service Member & Family Support – Family Readiness Program. The Family Readiness Group's newsletter provides unit families current information and education about benefits, activities, programs and services available.

For further guidance/support contact Family Readiness at 605-737-6089/737-6310/357-2970 or email at [ng.sd.sdarnq.list.frsa@mail.mil](mailto:nq.sd.sdarnq.list.frsa@mail.mil)

II. Chain of Command/Concern. FRG Lead Volunteer, Unit Commander, Your Family Readiness Support Assistant

III. Qualifications.

- A. Believe in and support the National Guard Family Readiness Program
- B. Editorial skills, spelling, grammar; ability to write articles, creative
- C. Organizational skills
- D. Maintains confidentiality and privacy
- E. Willing and able to take appropriate training for the position and update periodically
- F. Complete volunteer application process

IV. Major Responsibilities. Designs newsletter with input from the Family Readiness Group, Commander and Lead Volunteer and:

- A. Encourages other FRG members to contribute information and articles for publication.
- B. Provides copies of draft newsletters to Lead Volunteer, commander, and your Family Readiness Support Assistant for editing and approval.
- C. After final editing and approval, reproduces newsletter.
- D. Assists FRG Lead Volunteer with mailing and or emailing of newsletter to the FRG.
- E. Send copy of newsletter to your Family Readiness Support Assistant and file a copy in the unit commander's Family Readiness binder.